

**TOWN OF GRANBY  
BOARD OF SELECTMEN  
REGULAR MEETING  
MONDAY, DECEMBER 6, 2021  
TOWN HALL MEETING ROOM  
7:00 P.M.  
AGENDA**

**I. PLEDGE OF ALLEGIANCE**

**II. PUBLIC SESSION**

**III. PRESENTATIONS**

**IV. MINUTES**

A. Approval of Meeting Minutes – November 15, 2021

**V. APPOINTMENTS**

- Conservation Commission (David Peyton)
- Lower Farmington River and Salmon Brook Wild and Scenic Committee (Eric Lukingbeal)
- Lower Farmington River and Salmon Brook Wild and Scenic Committee – Alternate (Fred Jones)
- School Building Committee (Jenny Emery)

**VI. OLD BUSINESS**

**VII. BUSINESS**

- A. Consideration of Election of Vice Chairman
- B. Consideration of Board of Selectmen Rules of Procedure
- C. Consideration of Sustainable CT Registration
- D. Consideration of an Authorizing Resolution for the Homeland Security Grant Program, Region 3
- E. Consideration of "Agreement Between Granby Board of Education and the Granby Education Association dated July 1, 2022 – June 30, 2025"
- F. Consideration of Additional Appropriation from Fund Balance to fund upgrades to the Granby server infrastructure.

**VIII. TOWN MANAGER REPORT – attached**

**IX. FIRST SELECTMAN REPORT (Mark Fiorentino)**

**X. SELECTMAN REPORTS**  
**(Sally S. King, Frederick A. Moffa, Mark C. Neumann, Kelly O. Rome and John Bell, Student Liaison)**

**XI. EXECUTIVE SESSION**

A. Sale of Real Property

**XII. ADJOURNMENT**

The next regular meeting is scheduled December 20, 2021.

**TOWN OF GRANBY  
BOARD OF SELECTMEN  
MINUTES  
NOVEMBER 15, 2021**

**PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Edward Ohannessian, Erica P. Robertson, Town Manager**

The regular meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 7:00 p.m.

**I. PLEDGE OF ALLEGIANCE**

**II. PUBLIC SESSION**

Jim Warnke, Elizabeth Street, noted the clock outside of the Police Department has been broken for too long and it needs to be fixed or removed.

**III. MINUTES**

**A. Approval of Minutes of Regular Meeting**

ON A MOTION BY Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to approve the minutes of October 18, 2021 as presented.

**IV. BUSINESS**

**A. Resignations and Appointments to be Considered**

ON A MOTION by Selectman King, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to appoint Monica Logan to the Board of Education.

ON MOTION BY Selectman Neumann, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to appoint Kevin Hobson to the Board of Finance and Kristina Gilton to the Board of Education.

**B. First Selectman Comments**

First Selectman Kuhnly expressed his gratitude for tonight's reception and went on to thank the residents for allowing him to serve the Town for twenty years. He thanked his fellow volunteers, the dedicated Town staff and especially his family for their support during this time. He noted some of the projects that have been completed over his tenure and expressed his confidence in the new Board and wished them luck.

**C. Swearing in of Board Members**

Town Moderator John Adams was sworn into office by First Selectman Kuhnly.

Frederick Moffa, Kelly Rome, Mark Neumann and Sally King were sworn into office as members of the Board of Selectmen by First Selectman Kuhnly.

Incoming First Selectman Mark Fiorentino was sworn into office by First Selectman Kuhnly.

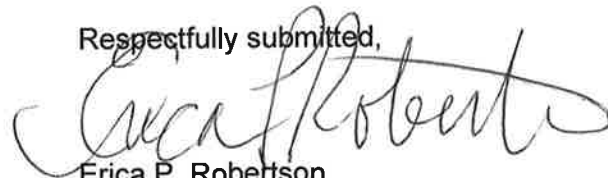
**D. First Selectmen-Elect Comments**

Incoming First Selectman Fiorentino thanked Scott Kuhnly, Ed Ohannessian, and Glenn Ballard for their service on the Board. He thanked the Board members for the strong foundation they built and promised the new Board will do their best to build upon it. He also thanked the spouses and significant others who were in attendance for their support throughout the campaign and board members tenures. It would not be possible for individuals to serve without this support.

**IX. ADJOURNMENT**

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to adjourn at 7:21 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Erica P. Robertson".

Erica P. Robertson  
Town Manager

# TOWN OF GRANBY

## MEMORANDUM

**TO:** Board of Selectmen  
**FROM:** Erica P. Robertson, Town Manager  
**DATE:** December 6, 2021



### REGARDING: V. APPOINTMENTS

The following positions are in need of an appointment: The name in parenthesis is the last person to hold the position. When appointments are ready to be made the following motions are recommended:

That \_\_\_\_\_ be appointed to the Conservation Commission for the balance of a four-year term beginning immediately and ending January 13, 2025. (David Peyton)

That \_\_\_\_\_ be appointed to the Lower Farmington River and Salmon Brook Wild & Scenic Management Plan (LFSWS) for an indefinite term. (Eric Lukingbeal)

That \_\_\_\_\_ be appointed to the Lower Farmington River and Salmon Brook Wild & Scenic Management Plan (LFSWS) as an alternate for an indefinite term. (Fred Jones)

That \_\_\_\_\_ be appointed to the School Building Committee for an indefinite term. (Jenny Emery)

# TOWN OF GRANBY

## MEMORANDUM

**TO:** Board of Selectmen

**FROM:** Erica P. Robertson, Town Manager



**DATE:** December 6, 2021

**REGARDING: V. BUSINESS – ITEM B**

Consideration of Review of Board of Selectmen Rules of Procedure

Following the Town's municipal election, the Board traditionally reviews its Rules of Procedure. The rules were last revised in December of 2019. I have made some minor changes to the rules of procedure, namely in the Order of Business section. I have updated what the Town actually uses and made some order adjustments to make the agenda flow better. There are also very minor changes to clean up language issues and removes Scrivener's errors.

**PROPOSED MOTION:**

To adopt the Board of Selectman Rules of Procedure as modified and presented.

Attachment

TOWN OF GRANBY  
BOARD OF SELECTMEN

RULES OF PROCEDURE

1. REGULAR MEETINGS

The regular meetings of the Board of Selectmen shall be held on the first and third Mondays of each month at 7:00 p.m. in the Town Hall Meeting Room. When the regular Monday meeting falls on a holiday, the Board will meet the following night.

2. SPECIAL MEETINGS

- A. Special meetings may be called by the First Selectman or any three (3) or more members of the Board or the Town Manager.
- B. The notice for a Special meeting shall specify the purpose of the meeting and the time and place it will be held.
- C. Notice of the meeting shall be communicated to each Board of Selectmen member and be posted for the public at least 24 hours prior to such meeting. Notice shall also be posted on the website.
- D. Special town meetings shall be called in accordance with Chapter 11, Sections 2 and 3 of the Town Charter.
- E. Emergency Meetings may be called and conducted in accordance with the Connecticut Freedom of Information Act.

3. ORDER OF BUSINESS

The order of business at all regular meetings shall be as follows:

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Public Session
- 4. Presentations
- 5. Minutes
- 6. Appointments
- 7. Old Business
- 8. Business
- 9. Town Manager Reports
- 10. First Selectman Reports
- 11. Selectman Reports, Liaison Reports, Committee Reports, Matters of Information and Clarification

- 12. Executive Session
- 13. Adjournment

- A. The agenda for regular meetings shall be prepared by the Town Manager at the direction of the First Selectman; shall include minutes of previous meetings and shall be available for the Selectmen on Thursday or Friday prior to the Monday regular meeting. Selectmen will be responsible for picking up their agenda in the Town Manager's Office, the Police Department or, accessing it electronically.
- B. The agenda for work sessions held pursuant to Section 6 of the Rules of Procedure shall be prepared by the Town Manager at the direction of the First Selectman with a tentative list of items pending or proposed.
- C. By a vote of three members of the Board at any regular meeting, any item received may be acted upon and be considered a part of the agenda.
- D. Members of the Board desiring to place an item or items on the agenda shall notify the First Selectman or the Town Manager at least seven days before the next immediate meeting of the Board, except any item or items submitted in writing to the First Selectman or Town Manager and bearing the signatures of three members of the Board, or any item or items when so voted by a majority vote of the Board shall be included on the agenda of the next immediate meeting of the Board.
- E. When the Town Manager determines that any item of business requires action by the Selectmen, but is of a routine and non-controversial nature, the Town Manager may cause such item to be presented at a regular meeting of the Selectmen as part of a Consent Calendar. The Consent Calendar shall be introduced by a motion "To Approve the Consent Calendar", and shall be considered by the Board as a single item and voted accordingly. On objection by any member of the Board, that item shall be removed from the Consent Calendar forthwith. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Calendar. All such items shall be considered individually, in the order in which they were objected to, immediately following consideration of the Business Items.

## 5. PUBLIC PARTICIPATION

- A. The Public Session section of the order of business shall be that portion of the regular Board meeting during which electors of the Town of Granby may address the Board for no more than five (5) minutes each regarding any matter on the agenda not otherwise subject to Public Hearing. Further remarks or questions by the public may be allowed at the discretion of the chair. Each person speaking must give name and address and shall speak only once on the subject being addressed.
- B. The originator of a communication or spokesman for any group whose petition or communication is included on the agenda shall be given the privilege of addressing



the Board of Selectmen on the subject of the petition or communication for a period of not more than ten (10) minutes.

6. WORK SESSION MEETINGS

Work Session meetings can be held when necessary on the second and fourth Mondays of the month at 7:00 p.m. at the Town Hall. Additional work sessions may be held at the request of the First Selectman, any three (3) members of the Board of Selectmen or the Town Manager.

The purpose of the work session shall be to provide and obtain information and to informally discuss topics of relevance.

Proceedings shall be informal.

Participation is limited to Selectmen, Town Manager, or those persons expressly requested by the Board of Selectmen.

Work sessions are considered "meetings" and therefore are open to the public except if a call for "executive session," is made as described in Section 11 of these rules.

If any Selectman wishes to introduce a subject for discussion not on the work session agenda, this should be stated at the beginning of the session and will require an affirmative vote of a majority of the members present.

7. TOWN MANAGER

The Town Manager shall attend all meetings of the Board of Selectmen unless excused by the Board of Selectmen.

8. COMMITTEES

- A. The Board of Selectmen may, from time to time, appoint such standing and special committees in the manner and for such purpose as the Board of Selectmen may designate.
- B. The Board of Selectmen may appoint certain of its members to liaison positions with other Town elected and appointed boards.
- C. In accordance with the Charter (4-3), the Board of Selectmen may establish by resolution such study, advisory, or consulting committees as the Board of Selectmen may determine is necessary or appropriate for the general welfare of the Town. The Board of Selectmen may also appoint, create, or abolish by ordinance, boards, commissions, or departments not expressly provided for in the Charter. The chair of each of these committees shall submit, by September 30 of each year, a written report summarizing the group's actions and recommendations.

9. PUBLIC HEARING

- A. Public hearings may be called by the Board of Selectmen and according to Town Charter provisions. Notice of public hearings shall be given, including the date, time, location, and subject for discussion as prescribed by State Statute.
- B. At the onset of all public hearings, the First Selectman shall announce the procedure for the conduct of that hearing. Registry shall be provided prior to all public hearings wherein each citizen who wishes to address the Board will be requested to enter his or her name and address. Any person desiring to speak may be permitted to do so whether or not she has signed the registry, if time permits.
- C. There shall be provision at public hearings for written communication providing that said communication is presented to the First Selectman or the Town Manager in advance of the start of the public hearing.

10. VOTING

A voice vote shall be sufficient at any Board of Selectmen meeting on all matters unless a role call is requested by a member of the Board.

11. EXECUTIVE SESSIONS

A meeting may be adjourned to executive session upon completion of the Agenda by two-thirds vote of the Board members present and voting. No votes shall be taken in executive session except a vote to adjourn the session. The motion to adjourn to executive session shall contain the reason therefore and the session shall be limited thereto. Discussions in executive sessions shall be limited to:

- A. Discussion concerning the appointment, employment, performance, evaluation, health, or dismissal of a Town officer or employee, unless such individual requires that discussion be held at an open meeting.
- B. Strategy and negotiations with respect to pending claims and litigation.
- C. Matters concerning security, strategy, or the deployment of security personnel or devices affecting public security.
- D. Discussions of the selection of a site or the lease, sale, or purchase of real estate by the Town or the State when publicity regarding such transaction would cause a likelihood of increased price.

E. Discussion of any matter which would result in the disclosure of public records or the information contained therein as described in Section 2, subsection (b) of Public Act 75-342 (Freedom of Information Act).

F. Discussion of strategy or negotiations with respect to collective bargaining.

12. CHAIRMAN

A. The chairman of all Board of Selectmen meetings is the First Selectman. The Vice-Chairman shall be elected by the members of the Board of Selectmen. In the absence of the chairman and the vice-chairman, the chairman pro tem of any meeting may be elected by a majority of those Board members present.

B. The chairman shall vote on all motions.

13. QUORUM

A quorum shall consist of three (3) members of the Board of Selectmen.

14. SUSPENSION OF STANDING RULES

Any of the standing rules may be suspended by three (3) board members present voting "yes" or by the chair with no member objecting.

15. AMENDMENTS TO STANDING RULES

Amendments to these standing rules shall be submitted in writing at any meeting of the Board of Selectmen and may be adopted by three (3) members present voting "yes" at the next succeeding meeting.

Robert's Rules of order shall be the authority in all matters of parliamentary procedure not otherwise stated in these Rules of Procedure.

Updated: December 6, 2021

# TOWN OF GRANBY

## MEMORANDUM

**TO:** Board of Selectmen

**FROM:** Erica P. Robertson, Town Manager

**DATE:** December 6, 2021



**REGARDING: VII. BUSINESS – ITEM C**  
Consideration of Sustainable CT Registration

### Background

Sustainable CT was created by towns for towns as a 501(c)3 nonprofit organization. Municipal leaders and residents from across the State, the Connecticut Conference of Municipalities and people from key agencies, non-profits and businesses partnered to develop the program during 2016 and 2017. The Institute for Sustainable Energy at Eastern Connecticut State University led and coordinated program development. Sustainable CT is a voluntary program open to all cities and towns in Connecticut and participation is free. A community can join Sustainable CT at any time.

Currently, there are 126 of 169 Town registered in Sustainable CT and 69 are certified. There are two levels of certification, Bronze and Silver. A municipality works through the following action items to be eligible for certification:

1. Inclusive and Equitable Community Impacts
2. Thriving Local Economies
3. Well-Stewarded Land and Natural Resources
4. Vibrant and Creative Cultural Ecosystems
5. Dynamic and Resilient Planning
6. Clean and Diverse Transportation Systems and Choices
7. Renewable and Efficient Energy Infrastructure and Operations
8. Inclusive Engagement, Communication and Education
9. Strategic Materials Management
10. Optimal Health and Wellness Opportunities
11. Healthy, Efficient and Diverse Housing
12. Effective, Compassionate Homelessness Prevention
13. Innovative Strategies and Practices

Each Sustainable CT action has multiple benefits in addition to contributing to the improvements attributed to the category (e.g., thriving local economies, vibrant and creative cultural ecosystems). By participating in Sustainable CT, Granby will also be able to leverage existing funding, access opportunities for new funding and connect with the Sustainable CT Fellowship

Program to support local sustainability action. Organizations in Granby can access the Sustainable CT Community Match fund for projects that align with Sustainable CT goals and objectives. If we are not a registered community, there is no access to the matching funds. We will also be demonstrating that Granby is committed to sustainability and to vibrant economies and a healthy, resilient community.

### **Next Step**

A municipality must pass a resolution prior to registering to participate in Sustainable CT. The purpose of the resolution is to formally demonstrate the municipality's interest in using the voluntary menu of actions and Sustainable CT resources. The resolution states the municipality's intent to participate in Sustainable CT, designates the municipal Sustainable CT contact person (an elected official or municipal employee), and establishes a Sustainability Team to help implement program actions. The Conservation Commission will be the Sustainability Team and I will be the contact person.

### **PROPOSED MOTION:**

To adopt the Resolution supporting registration in the Sustainable CT Municipal Certification Program.

Town of Granby  
Resolution Supporting Registration  
In the Sustainable CT Municipal Certification Program

WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: *Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents. And they respect the finite capacity of the natural environment.*

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

WHEREAS, Granby embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

RESOLVED, by the Board of Selectmen of Granby that we do hereby authorize the Town Manager to serve as Granby's Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize her to complete Municipal Registration on behalf of Granby.

RESOLVED, that to focus attention and effort within Granby on matters of sustainability and in order to promote Board of Selectmen local initiatives and actions toward Sustainable CT Municipal Certification, the Board of Selectmen charges the Conservation Commission to serve as the advisory Sustainability Team.

RESOLVED, that the first meeting of the Sustainability Team must be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed, but no less than quarterly.

RESOLVED, that the Sustainability Team shall report annually to the Board of Selectman on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.

# TOWN OF GRANBY

## MEMORANDUM

**TO:** Board of Selectmen  
**FROM:** Erica P. Robertson, Town Manager  
**DATE:** December 6, 2021



**REGARDING: V. BUSINESS – ITEM D**

Consideration of Authorizing Resolution for the Homeland Security Grant Program, Region 3

The Town enters into various agreements regarding use of federal and state homeland security grant funding and custodial ownership of regional assets. This is generally done through the Capitol Region Council of Governments (CRCOG), Capitol Region Emergency Planning Council (CREPC), and Citizens Corp. Since I am newly appointed as Town Manager a new resolution is required to fulfill the requirements of the Department of Emergency Management and Homeland Security (DEMHS).

It is recommended that the Board of Selectmen move to adopt the following resolution:

**AUTHORIZING RESOLUTION OF THE TOWN OF GRANBY  
BOARD OF SELECTMEN**

RESOLVED that the Town of Granby may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED, that Erica P. Robertson, as Town Manager of the Town of Granby, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Granby and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Erica P. Robertson now holds that office and has held the office of Town Manager since September 20, 2021.

# TOWN OF GRANBY

## MEMORANDUM

**TO:** Board of Selectmen  
**FROM:** Erica P. Robertson, Town Manager  
**DATE:** December 6, 2021



**REGARDING: V. BUSINESS – ITEM E**

“Agreement Between the Granby Board of Education and the Granby Education Association dated July 1, 2022 - June 30, 2025”

The Board of Education (BOE) has approved an “Agreement Between the Granby Board of Education and the Granby Education Association dated July 1, 2022 – June 30, 2025”.

This Agreement is now on file with the Town Clerk.

This agenda item is advisory.

A summary of contract changes are attached.





**To:** Board of Selectmen

**From:** Melissa Migliaccio, Board of Education

**Date:** November 3, 2021

**Re:** Granby Association of School Administrators (GASA) Contract

The following is a summary of the major changes in the negotiated contract between the Granby Board of Education and the Granby Association of School Administrators (GASA) for the period July 1, 2022 through June 30, 2025:

**Salaries:**

- A budget impact of 2.36% in the first year of the agreement, 2.69% in the second year of the agreement and 2.95% in the third year of the agreement.
- The total increase over the three years of the contract is 8%, which equates to \$100,710.
- Levels were reduced within the salary schedule by adding the Elementary Principals to the level which contains the Middle School Principal and Director of Pupil Personnel Services.

**Health Benefits**

Employee premium sharing contributions to health insurance options for each year will be 20% in 2022-2023, 20.5% in 2023-2024 and 21% in 2024-2025. The dental premium sharing contribution will be 23% in 2022-2023, 23.5% in 2023-2024 and 24% in 2024-2025. Changes to the health care plan include a prescription co-pay and additional managed care parameters.

	2022-2023	2023-2024	2024-2025
<b>HSA</b>	20%	20.5%	21%
<b>Dental</b>	23%	23.5%	24%

**Language Changes:**

- There was a change in the seniority language pertaining to the reduction in force. In the event an administrator's position is eliminated, the Superintendent may assign administrators to available positions in any level, if in the judgment of the Superintendent such administrator is qualified to carry out the responsibilities of that position.
- Addition of the Juneteenth holiday beginning June 2022.
- Annual increase in the Board's contribution to a tax sheltered annuity plan 403(b) by \$500 per participant.

# TOWN OF GRANBY

## MEMORANDUM

**DATE:** December 6, 2021

**TO:** Board of Selectmen

**FROM:** Erica P. Robertson, Town Manager



**REGARDING:** V. BUSINESS – ITEM F

Consideration of Additional Appropriation from Fund Balance to Fund Upgrades to the Granby Server Infrastructure

### Background

The Granby hardware server infrastructure is extremely outdated and has caused multiple outages as of late 2021. I am requesting this infrastructure be upgraded as soon as possible to avoid a catastrophic outage. Without this upgrade we will at some point encounter a failed server and be up against a much longer outage and at risk of possible data loss. Our network server is essentially the backbone of how we do business today. Revenue collection, assessment, finance, and all town documents are stored on the server. Without it, we literally cannot function. The current server environment is outdated and no longer supported on both a hardware and software level. Therefore:

- We will be upgrading the server from Windows 2008 R2 which is an "outdated version" and is no longer supported by Microsoft. Security and patches have not been available for roughly 2 years now.
- This project will put in place a Virtual Server (Vmware) which allows faster server build times, repairs, migrations and most importantly backup & recovery. If anything fails in the future, the amount of time to backup and restore a server is reduced to a matter of minutes rather than days with the current setup.
- New Server hardware will now be under warranty. Parts would be covered for 3-5 years depending on extended warranty purchase options chosen.
- Building new servers will be easy because the environment is virtualized.
- Virtual servers allow for multiple servers to run on its hardware. Since each server is designed typically for a certain task, virtual servers allow us to run multiple "server instances" saving the cost of needing additional servers.

### Next Steps

Since we did not plan for this upgrade, it was not budgeted in the Fiscal Year 2021-2022 Adopted Budget. Accordingly, I am requesting an additional appropriation from the General

Fund Unassigned Fund Balance in the amount of \$30,500 to fund this project. This appropriation would have a minimal impact on the Fund Balance.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment. The Board of Finance will then hear this request for comment as well.

**PROPOSED MOTION:**

The Board of Selectmen authorizes an additional appropriation of \$30,500 from the General Fund, fund balance, to upgrade the Granby server infrastructure and forwards this request to the Board of Finance to approve.

# TOWN OF GRANBY

## MEMORANDUM

**DATE:** December 6, 2021

**TO:** Board of Selectmen

**FROM:** Erica P. Robertson, Town Manager

**RE:** VI. TOWN MANAGER REPORT



Tonight's Town Manager report includes information I hope you find of interest. My staff and I are dedicated to working hard each day for the betterment of our community. Below is a quick review of items I would like to highlight for the Board of Selectmen.

### Administration/Finance :

- Supplemental Motor Vehicles: The Tax Office will be mailing Supplemental Motor Vehicle (SMV) tax bills on or about December 17. These bills are for cars newly registered between October 2020 and September 2021. Bills are due Jan 1, 2022. There are 2,086 bills on this list – the largest SMV list in many years. This should have a positive effect on our grand list.
- Revaluation: The Assessor's Office continues to work on the state mandated revaluation (October 1, 2022 Grand List). The revaluation team from Vision Government Solutions is hard at work inspecting properties and measuring and listing them for our upcoming 2022 Revaluation. The Assessor's Office is also working diligently to meet the January 21, 2021 deadline to sign the October 2021 Grand List.
- Budget: Preparations for the FY23 budget have commenced. We are working on the Plus-One Budget and will present it to the BOS at the December 20, 2021 meeting. Budget requests are being evaluated and we are reviewing fixed costs and other mandated obligations.
- American Rescue Plan Act (ARPA): According to the State of Connecticut Office of Policy and Management, Granby is entitled to \$3,405,503.39 (\$2,235,099.85 from the county allocation and \$1,170,403.54 as a non-entitlement unit). Funds come from the State to Granby in two payments. The first payment of \$1,702,751.69 was received on June 22, 2021, and the remaining balance will be received in June 2022. When we are comfortable with our project recommendation, we will present to the Board of Selectmen and the Board of Finance. I anticipate that this will take place in January. Some type of public engagement will also likely be part of the process. The Board of Selectmen and the Board of Finance will have to determine how best to use the funding provided by the ARPA

## Police

- The most pressing issue at the Police Department is staffing.
  - There are two front-line vacancies. One vacancy has been open and recently Detective Tina DelTatto announced her resignation as of December 10th. Detective DelTatto spent 21 years with the Avon Police Department before her seven years in Granby. There is an ongoing open recruitment for new officers.
  - The Captain recruitment is in full swing. Captain William Tyler announced his intent to retire at the beginning of 2022. This is a critical position to fill as the Captain is the second in command at the Police Department. We hope to identify a top candidate by the end of the month.

## Human Services

- Human Services is currently focused on the Holiday Program. We have 20 families with a total of 45 children for whom we are providing holiday gifts (through sponsorships/donations). An additional 40 individuals, primarily seniors, will also receive a food voucher for their holiday meal.
- Fuel assistance continues to be a need. Since October 1<sup>st</sup>, 48 applications have been submitted for Energy Assistance. Social Services has experienced an increase in calls requesting information and referral for assistance programs.
- Stop by the annual Holiday Dinner at the Senior Center at 5:00 pm on December 15, 2021 and say hello to our seniors.

## Recreation

- Santa's Visit at Salmon Brook Park on Saturday, December 10<sup>th</sup> is sold out with 200 families attending.
- New small playground installation is complete at Salmon Brook Park.
- STEAP Grant – A contractor for Holcomb Farm renovations has been recommended and is awaiting approval from the State.

## Library

- The Library's ARPA Grant purchases have all been delivered and installed in the Library. Visit the Reading Room to see the new setup, which includes wheeled, flexible furniture that will allow staff to use the room as a temporary program space when a larger space is needed for bigger crowds.
- Two holiday traditions sponsored by the Friends of the Libraries are coming!
  - Holiday Gift Book Tree, a Cossitt Tradition: Please help them continue their holiday tradition of providing children's books to include in Granby's Department of Social Services annual Holiday Gift packages for families. Due to Cossitt Library's currently limited hours, the Holiday Gift Book Tree, decorated with gift tags noting each child's age and gender, will be on display Monday, November 29th through Tuesday, December 14th at the Main Branch this year. Please stop in to select a gift tag from the tree and then return your holiday-wrapped gift book and tag to the library by Tuesday, December 14th. If you prefer not to shop for a book but wish to donate to this program, please leave your donation with a librarian at the Granby Public Library.
  - Friends of the Granby Public Library Annual Holiday Sale: No supply chain issues here! The Friends of the Granby Public Library will be holding their Holiday Sale from

December 6<sup>th</sup> through Dec 28th at the Granby Public Library. Come and shop the great selection of gently used books, CDs, DVDs, puzzles and games, and whatever else they have! Win-win-win: find your gifts locally, support the Friends of Granby Public Library and get home early to put your feet up!

- The Friends of Granby Public Library & The Friends of Cossitt Library are moving forward with their planned merger – they have begun to work with a Pro-Bono Lawyer group to facilitate the process.

#### Public Works

- Griffin Road Bridge is scheduled to open to the public on the morning of Tuesday, December 22, 2021. The bridge reopening will be announced on the electronic sign board placed in the center of town. We will also be removing all detour signs in the area of the bridge on that date (barring any weather delays). A ribbon cutting ceremony is being planned with more information to come.
- Hungary Road Bridge repair is delayed with work beginning in January 2022 and a completion date of May 2022.
- Moosehorn Bridge replacement is scheduled for April 2022 followed by Donahue Road Bridge in April 2023 and Simsbury Road Bridge in 2024.